

CITY OF BURBANK

DEPUTY CITY MANAGER/PUBLIC WORKS AND CAPITAL PROJECTS

DEFINITION

Subject to administrative determination of policy, to plan, lead, and control the City's Public Works activities and to do related work as required.

ESSENTIAL FUNCTIONS

Manages and directs all public works activities, including the administration of sanitation programs including refuse and liquid wastes; construction and maintenance of all streets, sewers and storm drains; traffic control systems; parking management; maintain official City engineering records and cadastral plat maps; maintenance of all City vehicles and equipment; design, construction, inspection, and acceptance of all public facilities; supervision of City and redevelopment property acquisition and disposition and relocation; administration of the Capital Improvement Program (CIP); exercises control over methods and procedures of operation, functions and activities; coordinates departmental activities with other City offices and other public agencies; determines, evaluates and establishes goals and operating performance; supervises the preparation and administration of department and project budgets and evaluates departmental personnel and performance, public relations activities, and other special activities as assigned; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the administrative, fiscal, and engineering principles and practices in municipal and public works administration; budget and fiscal administration, personnel administration and public relations.
- Ability to – plan, direct, and coordinate large scale operations; analyze technical and administrative problems and to develop effective solutions; prepare and present written and oral reports; establish and maintain effective working relationships with other officials, subordinates, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor's degree from an acceptable accredited college with specialization in engineering, and seven years of progressively professional administrative and supervisory management experience related to public works.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A graduate degree in Engineering, Public Administration or other closely related fields is desirable and may be substituted on a year-for-year basis for up to two years of the required professional and administrative experience. Registration as a Civil Engineer is desirable.